

TITLE, SERIES, GRADE: Chief, Narcotic and Dangerous Drug Section, ES-905

PAY RANGE: \$107,550 - \$149,200

PROMOTION POTENTIAL (IF ANY): None

VACANCY ANNOUNCEMENT NUMBER: 05-SES-CRM-04

AREA OF CONSIDERATION: All Sources

OPENING DATE: 3/10/2005

CLOSING DATE: 3/24/2005

DUTY LOCATION: Criminal Division, Narcotic and Dangerous Drug Section,
Washington, D.C.

NUMBER OF VACANCIES: 1 Position

APPLICANTS WHO APPLIED TO VACANCY ANNOUNCEMENT NUMBER 05-SES-CRM-02 NEED NOT REAPPLY

DUTIES:

Incumbent serves as Chief, Narcotic and Dangerous Drug Section (NDDS), reporting under the general supervision of the Assistant Attorney General for the Criminal Division and direct supervision of a Deputy Assistant Attorney General.

The Chief of NDDS provides leadership and is responsible for:

- Providing leadership and a strategic plan for the work of the Section;
- Supervising the conduct of yearly investigations and litigation carried on by the lawyers and support staff of the Section.
- Managing the prosecutions conducted by Section attorneys and the coordination of the prosecution by U.S. Attorneys' Offices of criminal cases involving narcotics and dangerous drugs.
- Supervising the work of the Section attorneys relating to such matters as drafting proposed indictments, preparing responses to defense motions involving important questions of law, provisional arrest for extradition of international narcotic traffickers, and appeals in criminal drug cases.
- Serving as liaison among the sections and offices of the Criminal Division and between the Criminal Division and the Organized Crime Drug Enforcement Task Force (OCDETF) program as well as with the various Drug Task Forces located in the United States Attorneys' Offices, the Drug Enforcement Administration, the Federal Bureau of Investigation, the Bureau of Alcohol, Tobacco, Firearms and Explosives, the Department of Treasury (including the I.R.S.), the Department of Homeland Security (including ICE and the U.S. Coast Guard), the Department of State, elements of the U.S. Intelligence Community, and the White House Office of National Drug Control Policy.
- Supervising the preparation, compilation and review of U.S. and foreign legislative initiatives, and the drafting of Congressional testimony for pertinent hearings.
- Representing the Section in meetings and consultations with foreign law enforcement counterparts.

- Planning and teaching courses on narcotic prosecutions and policies at the National Advocacy Center, U.S. Attorney's Offices and law enforcement agencies.

In addition, the Chief manages the Section's financial, human and technical resources allocations; seeks resource enhancements necessary for proposed priorities and initiatives; recruits and maintains a professional and diverse cadre of attorneys and support personnel with procedures and policies for merit promotion.

MANDATORY QUALIFICATIONS:

- A. Executive/Managerial Requirements** – For consideration, applicants for this position must demonstrate successful performance and creative leadership in prior managerial position(s). Applicants must provide a supplemental narrative that demonstrates possession of competencies in the following Executive Core Qualifications as established by the U.S. Office of Personnel Management (OPM):
- 1) Leading Change: The ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity -- to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.
 - 2) Leading People: The ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.
 - 3) Results Driven: Stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.
 - 4) Business Acumen: The ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.
 - 5) Building Coalitions/Communication: The ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

B. Professional/Technical Requirements: In addition to the Executive/Managerial Requirements, applicants for this position must also provide a separate narrative that demonstrates strong professional/technical skills as listed below:

- 1) Experience in developing and litigating complex Federal criminal cases involving violations of the federal narcotics and related laws;
- 2) Thorough knowledge of Federal regulatory and investigatory agencies, on-going programs and key national goals and priorities relating to enforcement of narcotics and related laws;
- 3) Significant experience in supervising the development and prosecution of criminal cases and reviewing the work products of attorneys;
- 4) Ability to formulate and implement Departmental policies on all matters pertaining to assigned areas;
- 5) Knowledge of intelligence community/law enforcement information sharing issues;
- 6) Law Degree and membership in the Bar.

EVALUATION METHODS: Candidates will be evaluated on the qualifications identified above based on their total background, i.e., education, training, self-development, awards, outside activities, performance appraisal, as well as work history.

ADDITIONAL INFORMATION: The managerial qualifications of a selectee who is not a current or former career Senior Executive Service (SES) employee must be approved by the Office of Personnel Management (OPM) before appointment. In addition, individuals entering the SES career service for the first time are subject to a one-year probationary period.

HOW TO APPLY:

A. Applicants may choose one of three job application procedures. You may:

- (1) submit Optional Form (OF) 612, Optional Application for Federal Employment;
- (2) a resume – please note that there are minimum requirements for resume content which are described in OPM Pamphlet OF-510, Applying for a Federal Job (copies of the OF-510 are available in most Federal agencies); or
- (3) Standard Form 171, Application for Federal Employment.

- B. To receive full consideration, applicants must submit a separate supplementary statement addressing each of the Executive/Managerial and Professional/Technical Requirements listed above.
- C. In addition, if you are a current or recent Federal employee, you must submit a performance appraisal issued within the past 12 months, or if none exists, a statement to that effect and a copy of your latest Notification of Personnel Action (SF-50).

Preference is to receive an application via e-mail CRM.SES@usdoj.gov or faxed to (202) 353-0775. Mailed applications should be sent to:

Department of Justice,
Criminal Division,
Human Resources Management Staff,
1400 New York Avenue, NW, Suite 5000,
Washington, DC 20530,
Attn: Patricia Lee

For additional information or copies of forms, please call (202) 514-2811. Applications must be received by the closing date to receive consideration. Applicants must meet qualification requirements by the closing date of the announcement.

NOTE: If the selectee is not a current employee of the Offices, Boards, or Divisions of the U.S. Department of Justice, he/she will be required to submit to a urinalysis to screen for illegal drug use prior to appointment.

Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, and to ensure that persons with disabilities have every opportunity to be hired and advanced.

CONTACT: Patricia Lee

CONTACT PHONE: 202-305-9709

E-MAIL: CRM.SES@usdoj.gov

FAX: 202-353-0775

TDD: 202-514-7972